King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.013 - Tobacco and Electronic Smoking Device Use	Approved By:	Director Allen Nance
	Effective Date:	August 26, 2025
	Reviewed By:	PRC
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Purpose
To establish protocols for the prohibition of tobacco products and electronic smoking devices in department facilities.

Policy
It is the policy of the department to prohibit smoking and the use of tobacco related products and electronic smoking devices in all department facilities, offices, and vehicles.

References

RCWs:	70.160.030
	70.160.075
King County Ordinances:	7884
	8312
King County Code:	Section 12.50
	Section 12.51
King County Board of Health Code:	Title 19

King County Accident Prevention Program
Resident Information Handbook

Definitions
Department vehicles: Any vehicle owned or leased by King County or the department.
Tobacco product: Any product containing tobacco, the prepared leaves of plants of the Nicotiana family, including but not limited to cigarettes, loose tobacco, cigars, snuff, chewing tobacco, or any other preparation of tobacco.
Electronic Smoking Devices (ESD): Electronic or battery-operated device, the use of which resembles smoking, that can be used to deliver nicotine or other substances to the person inhaling from the device. These devices include, but are not limited to, electronic cigarettes (e-cigs), electronic cigars, electronic cigarillos, electronic pipes, electronic hookahs, and vaporizer (vape) pens.
Smoking: Inhaling, exhaling, or carrying any burning tobacco, other plant matter, nicotine or other substances, including but not limited to cigarettes, cigars, pipes and ESD's.

A. General Guidelines

1. King County provides help to employees who wish to become tobacco free through their medical benefits The department encourages and supports any staff member wishing to take advantage of this benefit.
2. Tobacco and ESD related debris must be disposed of in an appropriate receptacle.
3. Staff may use tobacco products or ESD's only during approved breaks and meal periods.
4. Smoking shall be in compliance with state law RCW 70.160.075 , with regards to distances from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area.
5. Employees who smoke, use tobacco products or ESD's in unauthorized areas shall be subject to disciplinary action.
6. Tobacco products shall not be stored in resident's or detained youth's property.
7. All tobacco products shall be confiscated from arrestees entering our facilities and disposed of.
8. No resident or detained youth within the secure perimeter of the facilities shall be allowed to possess tobacco products or ESD's.

B. Procedure

1. Employees found in violation of this policy shall be subject to counseling or progressive discipline, as appropriate.
2. Employees shall advise visitors to extinguish and/or dispose of any tobacco products being used in an unauthorized area. Visitors that continue to smoke after being told to stop may face action including, but not limited to, criminal charges, removal from the facility, and a ban from entering the facility for a period of time (as determined by the Division Major).
3. Residents observed using tobacco products or ESD's shall be infracted for violation of Resident Rules of Behavior as listed in the Resident Information Handbook.